



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Governmental Program Analyst or Staff Services Analyst

Monthly Salary: AGPA \$4,400 - \$5,348

SSA Rng. C \$3658 - \$4446

Two Permanent Full-Time Positions

Location: Downtown Sacramento

Position Number: 443-300-5393-719/733

Refer to Job ID#10-EEM-018/017

Final Filing Date: November 16, 2010

General Statement of Duties:

Under the supervision of the Staff Services Manager I, this is a journey level position which performs the more technical analytical assignments independently and sometimes as a member of a team, such as program evaluation and planning, policy analysis and formulation, systems development, budgeting, planning, management, and personnel analysis. The incumbent studies the principles and techniques of the area of work to which assigned and under supervision, applies them. The incumbent participates in analytical studies of organization, procedures, budgetary requirements, and personnel management. Gathers, tabulates, and analyzes data; draws organization, workload, and other charts. Meets and consults with Board management and employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives. Reviews and analyzes proposed legislation and advises management in areas of average complexity. Works as a Board representative in intergovernmental negotiations and prepares correspondence

Description of Duties:

Conduct research and adjudicate the more complex Healthy Families Program (HFP) subscriber appeals of eligibility, enrollment, and effective date of coverage decisions. Maintain a larger caseload as compared to Staff Services Analyst. Develop written recommendations to management of the appeal decision. Develop the supporting case file, in consultation with legal staff, for appeals that escalate to a review by an Administrative Law Judge from the Office of Administrative Hearings. Provide support for adjudication of appeals and hearings for the Access for Infants and Mothers Program (AIM) and Managed Risk Medical Insurance Program (MRMIP). Provide bilingual services such as translation for written recommendations to management, translation for AIM and HFP material, and work directly with bilingual applicants in their first language.

Develop and monitor eligibility and enrollment policies and procedures, program operations and program notices for compliance with State and Federal standards and Board policy. Manage complex projects requiring the individual to lead a team and the project with little supervision. This may include on-site monitoring of the administrative vendor.

Extensive interpretation of State and Federal eligibility statutes, regulations, policies and guidelines to the HFP administrative vendor, enrolled subscribers, and the general public. Provide support for these functions for the AIM Program and MRMIP.

Represent the MRMIB in statewide outreach efforts in small and large group settings, including public speaking about the AIM Program, HFP and MRMIP. Review, edit, and make recommendations on outreach and program materials for distribution to the general public and HFP applicants. This may include HFP and MRMIP Open Enrollment and Handbook updates and updates to the AIM Handbook. Provide support for the review of HFP health, dental, and vision plan marketing plans.

As assigned, attend Board meetings and make technical presentations to the Board on eligibility and enrollment policies and issues.

Physical Demands:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions:

- Requires prolonged sitting, use of telephone and use of personal computers.
- High volume of customer service to subscribers and technical support to administrative vendors.
- Contact with employees from the Department of Health Care Services, contracted health, dental and vision plans, and the contracted administrative vendors.
- Requires the incumbent to travel periodically within the State and perform overtime as necessary. Normal hours of work include Monday through Friday 8 a.m. to 5 p.m.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Ability to multi-task and meet deadlines.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.
- Effectively communicate orally and in writing with administrative vendors, management, co-workers, and the public.

Desirable Skills: Asian and Spanish bilingual skills are desirable, but are not mandatory.

Who May Apply:

Applications will be accepted from individuals currently in the classification or who have list, transfer or reinstatement eligibility to the classifications of either Associate Governmental Program Analyst or Staff Services Analyst. Duty statements will be written accordingly to match the duties of the position. Only the most qualified candidates will be interviewed. Hires may be restricted to SROA or surplus State employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter **Job ID# 10-EEM-018/017 and Position # 443-300-5393-719/733 and the basis for appointment eligibility. Please mail or hand deliver to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Penni Correa – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: November 16, 2010. If you have questions regarding this information, please contact Penni Correa at 916-323-4138

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.